New User Registration:

To register for a SharePoint account and request access to the main EOTA SharePoint site, navigate to the following URL: https://sp.eota.energy.gov

1) Located at the top of the page is the Member Login box:

Select 'Register'

2) Next, you will see the registration page with the Code of Conduct form. Read the Code of Conduct completely and fill out the registration form (all fields are mandatory*). Check the 'Agree to Code of Conduct' box.

3) Select 'Submit'

SharePoint will generate a message that your account has been created, and a confirmation has been sent to the email address you provided in the registration form.

Your account has been created and a confirmation email has been sent to the address you have provided. Please complete the process by following the instructions in the email. Thank you.
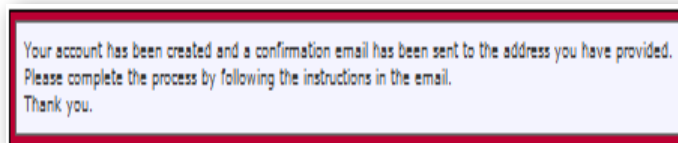
4) Check your email inbox for the confirmation message from SharePoint.

SharePoint@eota.energy....   Your New Account Has Been Created!

5) Follow the instructions within your email. SharePoint will generate a message confirming that your account has been successfully activated. Select 'Return to Home Page' at the bottom of the confirmation message. You may now login to your SharePoint account using the Member Login box.**

*PLEASE NOTE: In order to use the Forgot Password feature of SharePoint, you MUST include your zip code.
**For help using this SharePoint site, please contact the DNDO SharePoint Coordinator at (505) 842-7116 or
jnachor@eota.energy.gov